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31 August 1948

TO: AOSO
Via COPS

FROM: DOPC

SUBJECT: OSO File Information for I & S

Based on a discussion between [REDACTED] and the writer on 27 August 1948, it is proposed that routine coordination of I & S and OSO include the following procedures:

1. I & S inquiries for OSO CE file information will be submitted in memorandum form addressed to the writer and will be authorized by [REDACTED]. OSO replies or inquiries of CE nature will be submitted in endorsement or memorandum form addressed to [REDACTED] and authorized by the writer.
2. OSO upon the request of I & S will furnish CE file information on the following:
 - a. Names of subjects, references and associates of persons being investigated by I & S as employee applicants or in connection with other CIA security matters.
 - b. Names of persons referred to I & S by OO, Office of Contacts for clearance.
3. When a name check request is received by OSO from an outside agency concerning a past or present employee of CIA, or its predecessors, OSO will request telephonically that I & S send to OSO any pertinent and appropriate information in the case from its files in memorandum form. OSO will add such info as it has in its files and is appropriate and forward the memorandum to the inquiring agency. (This procedure is required to maintain present OSO CE liaison dealings).
4. No OSO file information which may compromise clandestine OSO sources or operations will be provided I & S.
5. It is undesirable that CE information or data be disseminated to customers who do not need it to perform their functions. Therefore, although OSO will furnish to I & S full information on cases falling under 2b. above, I & S will ensure that only

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Agreed to
Sept 10 - 45
Edwards

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that part of the information as is necessary to the function of OO in each specific case is forwarded for its information and files.

6. In a case where possible OSO source or operation compromising information should be communicated to I & S to permit it to perform its full function, arrangements for the passing and safeguarding of the information will be made in conference between appropriate I & S and OSO officers.
7. In any case where expedition is necessary OSO will undertake activity on the basis of an oral request. It is desired however, for record purposes, that the verbal request be followed by a memorandum of confirmation.

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